



Cincinnati Police Department  
**STAFF NOTES**

December 13, 2005

*Colonel Thomas H. Streicher, Jr., Police Chief*



**Records Section**

- [Court Holiday – Christmas Day and New Year's Day](#)

**Planning Section**

- [Staff Note Submission Process](#)
- [City Council Committee Schedule](#)
- [Revisions to Procedure 12.025, Authorized Weapons, Procedure 12.170, Civil Disturbance Operation Procedure, and Form CDOP103, CDOP/Critical Incident Equipment Inventory](#)

**Chief's Office**

- [Thank You Letters](#)
- [Commendations](#)

**1. COURT HOLIDAY – CHRISTMAS DAY AND NEW YEAR’S DAY**

The Hamilton County Municipal Court will observe the Christmas Day and New Year’s Day holidays on Monday, December 26, 2005, and January 2, 2006, respectively. Courtrooms will be closed with the exception of morning hours in Room A. Police officers are reminded to not issue citations requiring an afternoon appearance on these dates.

**2. STAFF NOTE SUBMISSION PROCESS**

Approved Staff Note requests must be received at Planning Section by noon on the Friday prior to the requested date of publication. Planning Section has an email address to receive electronic copies of proposed Staff Note entries. All Staff Note requests must also be sent through the chain of command. An electronic copy of the request must be sent to the Planning Section mailbox at the same time the hard copy is routed through the chain of command. Upon approval of the request by the Police Chief, Planning Section will publish it in the upcoming Staff Notes.

All Staff Note requests will be sent, as an attachment, to [Planningsection@cincinnati-oh.gov](mailto:Planningsection@cincinnati-oh.gov) or type “CPD Planning Section” in the “TO” box in the City email. Email sent to this mailbox will pertain to official business only. Any questions should be directed to Planning Section at 352-2966.

**3. CITY COUNCIL COMMITTEE SCHEDULE**

Attached to these Staff Notes is the current committee schedule and contact information for City Council.

**4. REVISIONS TO PROCEDURE 12.025, AUTHORIZED WEAPONS, PROCEDURE 12.170, CIVIL DISTURBANCE OPERATION PROCEDURE, AND FORM CDOP103, CDOP/CRITICAL INCIDENT EQUIPMENT INVENTORY**

Procedure 12.025, Authorized Weapons, has been revised.

In response to elevated threats against law enforcement and the general public, the Police Chief has approved the utilization of Bushmaster .223 caliber, semi-automatic rifles (patrol rifles) by select Department personnel.

Each district has been assigned four patrol rifles which will be stored in their respective armory. Only officers who have been approved by the Police Chief and have passed the patrol rifle qualification program are authorized to carry the patrol rifle.

Other guidelines for the storage and utilization of the patrol rifle have been added to this procedure.

Procedure 12.170, Civil Disturbance Operation Procedure, has been revised to require district supervisors to ensure that assigned district patrol rifles are inspected and cleaned as part of the monthly Civil Disturbance Operation Procedure (CDOP) inventory.

As part of this inspection, supervisors will ensure each district patrol rifle has two magazines loaded with 30 rounds each. To accomplish this requirement, the magazines must be physically unloaded, the rounds counted, and the magazines reloaded.

SWAT rifles stored in district armories will be maintained by SWAT personnel.

These revisions are effective immediately. Personnel should review these procedures in their entirety. The revised procedures are available on the Intranet and on the Department web page.

Form CDOP103, CDOP/Critical Incident Equipment Inventory, has been revised. Blocks have been added to the form to allow for the monthly inspection of patrol rifles assigned to the districts.

This revision is effective immediately. To access the Form CDOP103 open the Word application. Select "New" in the file menu, select "General Templates" on the right-hand side of the screen and click on Form CDOP103.

## **5. THANK YOU LETTERS**

[Attached](#) to these Staff Notes are several letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following officers:

Lieutenant Colonel James Whalen  
Sergeant Bill Halusek  
Sergeant Rudy Gruenke  
Sergeant Dan Ogilvie  
Police Specialist Tim Campbell  
Police Specialist Bill Hahn  
Police Specialist Pat Moran  
Police Specialist Greg Toyas  
Police Officer Steve Edwards  
Police Officer Robin Elliot  
Police Officer Anthony Murphy  
Police Officer Cary Jodice  
Police Officer Jason Hubbard  
Police Officer Eric Smoot  
Police Officer Steve Fox  
Police Officer Marcus Moore  
Police Officer Howard Smith  
Police Officer Mike Silberstein

Sergeant Tim Fritz  
Sergeant Matt Cornacchione  
Sergeant Rich Sulfsted  
Police Specialist Kristen Shircliff  
Police Specialist Jason Scott  
Police Specialist Ralph Unger  
Police Specialist Jerry Enneking  
Police Specialist Brett Gleckler  
Police Officer Marian Jenkins  
Police Officer Linda Borowicz  
Police Officer Kevin Newman  
Police Officer Colleen Deegan  
Police Officer Jeremy Howard  
Police Officer Jason Hesselbrock  
Police Officer Mark Fogel  
Police Officer Kevin Osuna  
Police Officer Chris Thomas  
Police Officer Pat Norton

Police Officer Chris Perry  
Police Officer Elena Moton  
Police Officer Kelley Macbeth  
Police Officer Ted Robinson

Police Officer John Boyle  
Police Officer Regina Williams  
Police Officer Mike Machenheimer  
Police Officer Andre Miller

**COMMENDATIONS FOR THE WEEK OF 12/13/05-12/19/05**

**POLICE SPECIALIST WILLIAM O'BRIEN  
CRIMINAL INVESTIGATION SECTION**

**POLICE OFFICER HOWARD FOX**

On November 1, 2005, Police Specialist William O'Brien became aware of information regarding a possible murder-for-hire plot in the City of Cincinnati. Specialist O'Brien immediately contacted the source of this information and initiated an investigation. Specialist O'Brien arranged for the source of the information to contact the suspect and arrange a meeting with a potential assassin.

Specialist O'Brien then contacted Police Officer Howard Fox, who could play the role of the assassin. Specialist O'Brien coordinated all further contact between the suspect and Officer Fox. Specialist O'Brien was tasked with building a prosecutable case while at the same time managing the case to afford the officer some measure of safety as he dealt with a suspect intent on murder. Specialist O'Brien conducted thorough background investigations of the suspect as well as the intended target of the murder. Specialist O'Brien also provided the officer with information and excuses that placed the burden of the conspiracy on the suspect, thus solidly building a criminal case.

After fully reviewing the available information, Officer Fox agreed to pose as a hired assassin in this investigation. Officer Fox contacted the suspect and established a rapport. Over the next few days, Officer Fox had numerous conversations with the suspect at all hours of the day and night. Officer Fox convinced the suspect that he was a convicted felon and, as such, had a very difficult time purchasing a firearm. The suspect agreed to a price for the murder of a former boyfriend and agreed to provide a firearm for Officer Fox to use in this plot.

Officer Fox subsequently met with the suspect. The suspect provided a firearm for the commission of the offense. The suspect also pointed out the residence of the intended victim to Officer Fox. At this point, other officers arrested the suspect and charged her with Conspiracy to Commit Murder.

During the investigation, Specialist O'Brien and Officer Fox showed courage, dedication and tenacity in their handling of this case. Their actions caused the suspect to be fully occupied and therefore unavailable to look for a real assassin. Specialist O'Brien managed an extremely difficult criminal investigation, ensured the safety of the intended target as well as Officer Fox, and removed a dangerous and violent felon from the community. Officer Fox exposed himself to substantial risk of harm by dealing with a suspect intent on murder, but did so with great consideration for the safety of the intended victim and the other officers assisting with this investigation.

COMMITTEE OF COUNCIL

COUNCIL SESSIONS

Weekly – Wednesday – Council Chambers – Room 300 – City Hall

<u>COMMITTEE</u>	<u>CHAIR</u>	<u>VICE-CHAIR</u>	<u>MEMBERS</u>	<u>DAY/TIME &amp; PLACE</u>
Economic Development Committee (Kathy Calloway, Deputy Clerk)	Bortz	Ghiz	Thomas Berding Crowley Monzel	Monday, (Week B) 3:00 P. M. Council Chambers Room 300
Law & Public Safety Committee (Abigail Imm, Deputy Clerk)	Thomas	Ghiz	Tarbell Cranley Monzel Berding	Tuesday (Week A) 1:00 P.M. Council Chambers Room 300
Education, Health, and Recreation Committee (Robert Neely, Deputy Clerk)	Monzel	Crowley	Cole Thomas Bortz	Tuesday (Week A) 11:00 A.M. Council Chambers Room 300
Vibrant Neighborhood, Environment and Public Services Committee (Liquor Permits) (Frank Johnson, Deputy Clerk)	Cole	Crowley	Tarbell Thomas	Tuesday (Week B) 3:00 P.M. Council Chambers Room 300
Finance Committee (Robert Neely, Deputy Clerk)	Cranley	Berding	Tarbell Bortz Crowley Ghiz	Monday (Week B) 1:00 P.M. Council Chambers Room 300
Arts, Culture, Tourism and Marketing Committee (Frank Johnson, Deputy Clerk)	Tarbell	Cranley	Cole Crowley	Monday 11:00 A.M. (Week A) Council Chambers Room 300

<u>COUNCIL MEMBERS</u>	<u>ROOM NO.</u>	<u>TELEPHONE NO.</u>	<u>FAX NO.</u>	<u>ADMIN. STAFF</u>
Mark Mallory (Mayor)	150	352-3250 -6298 -3649 -5356	352-5201	Gwen Larkin Carla Walker Shawn Butler Jason Barron
James Tarbell (Vice-Mayor)	352	352-3604 -2560 -6228	352-3621	Norma Walker Ron Wahl
Y. Laketa Cole (President Pro Tem)	351	352-3466 -3946	352-3957	Nicole Pearson T.J.White
John Cranley	356	352-5303 -5302 -5304	352-4657	Marvin Hawkins Elliott Ruther Julie Brinker
David Crowley	350	352-2453	352-2365	Richard Merz Shirley Dunham
Cecil Thomas	349	352-3492 -3499	352-3218	Sherry R. Taylor Freddie Brewton
Chris Monzel	346B	352-3653 -3640	352-4649	Christa Criddle Brad Beckett
Leslie Ghiz	354	352-3352 -3344	352-3277	Scott Gehring Matt Jones
Jeff Berding	346A	352-3283 -3286	352-3289	Victoria Stump Alyson Beridon
Chris Bortz	348	352-3249 -3255	352-3264	Tracy Schwetschenau Jeff Cramerding

Business Address: 801 Plum Street Cincinnati, OH 45202-1979

WEB Address: [www.cincinnati-oh.gov](http://www.cincinnati-oh.gov)

CLERK OF COUNCIL OFFICE: ROOM 308

Clerk of Council: Melissa Autry — 352-3246

Deputy Clerks: - Robert Neely - Frank Johnson - Kathy Calloway - Abigail Imm 352-3246

Clerk Fax: 352-2578

Chief Deputy Clerk: Brenda Williams — 352-3247

Date 12-6-2005

Lt. Wolf  
Cincinnati Police – District 5  
1012 Ludlow Avenue  
Cincinnati, OH 45223

Dear Lt. Wolf,

On Monday evening November 21, 2005, as a member of this year's Leadership Cincinnati Class XXIX, I had the privilege of participating in a "ride-along" with Officer Darin Dornette.

Officer Dornette was courteous and professional not only with me but everyone he encountered throughout our shift. He worked hard to provide me with as full an experience possible in the limited time we had together. And while what we experienced was I am sure far from "seeing it all", it certainly offered me insights into places and situations that otherwise it is unlikely I would have ever been exposed.

While Officer Dornette did a terrific job of working hard to do his job and enrich my experience, my praise would not be complete without additionally commending each and every other officer that responded to calls, backed up and supported one another, and without exception demonstrated complete professionalism and compassion in the execution of their duties.

Thank you for allowing me to participate in this experience. You have a terrific team, and once again, a special thanks to Officer Dornette for this truly memorable experience.

Best regards,

A handwritten signature in black ink, appearing to read 'Rob Knauer', followed by a horizontal line.

Rob Knauer

[REKnauer@aol.com](mailto:REKnauer@aol.com)

Mobile: 513.313.7726



Department of Criminal Justice  
3800 Victory Parkway  
Cincinnati, Ohio 45207-7371  
Phone 513 745-3518  
Fax 513 745-3220

December 5, 2005

Colonel Thomas Streicher  
310 Ezzard Charles Drive  
Cincinnati, Ohio 45214

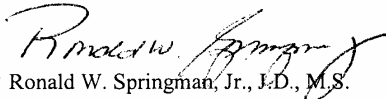
Dear Chief Streicher:

On October 27 and November 17, 2005, the Organized Crime class had the privilege to have Officer Eric Smoot address the class in the areas of motorcycle gangs and street gangs.

Please permit me to commend Officer Smoot for the devotion, dedication and allegiance he demonstrated to the citizens of Cincinnati and the Cincinnati Police Department. His manner of presentation was most impressive and informative. He is obviously very well versed in areas in which the general public has very little knowledge.

Officer Smoot is, indeed, a credit to the Cincinnati Police Department. Please pass Xavier University's Department of Criminal Justice gratitude for a job very well done.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ronald W. Springman, Jr.", written over a horizontal line.

Ronald W. Springman, Jr., J.D., M.S.  
Program Director

/dm



December 8, 2005

Chief Streicher,

On behalf of the Dayton St association, Brewery District, and concerned residents and representatives from the OTR community council we would like to take a moment to express our gratitude to the brave officers that were unfortunate targets near Green & Vine on 12/4/2005. We want these brave officers to know that we support their efforts and appreciate their dedication and hard work. We asked residents and business owners to sign the enclosed cards to show our support for Colleen Deegan, Jeremy Howard, and a speedy recovery for Jason Hubbard. There are many concerned residents that are eager to see real changes in the neighborhoods and we think these officers are critical to making safety a reality in the West End and Over The Rhine.

Regards,

Kyhm Hale-Mcharty,  
John Donaldson,

Dayton St Association President  
OTR Brewery District & OTR Community Council

DEAR CHIEF STREICHER,

I HAD THE PLEASURE TO RIDE WITH  
OFFICER JASON HESSELBROCK IN DISTRICT  
ONE AS PART OF LEADERSHIP CINCINNATI  
CLASS of XXIX (SOON TO BE THE BEST CLASS EVER.)

JASON IS A VERY COURTEOUS AND PROFESSIONAL  
AND CARING INDIVIDUAL. IF MORE OF OUR  
CITIZENS HAD THE SAME OPPORTUNITY I HAD,  
THEY WOULD RUN THE ENQUIRER. AND TV  
NEWS OUT OF TOWN! YOU GUYS TRULY ARE  
THE FINEST.

THANKING YOU DOES NOT SEEM ENOUGH.  
I WILL CONTINUE TO PROMOTE AND DEFEND  
YOUR DEPARTMENT EVERY CHANCE I GET.  
PLEASE INCLUDE MY NOTE AS A COMMENDATION FOR  
OFFICER HESSELBROCK. Sincerely, Jim T.



720 Sycamore Street  
Cincinnati, Ohio 45202-2115  
Tel: (513) 579-3000  
Fax: (513) 579-3953  
[www.cincinnatiarearedcross.org](http://www.cincinnatiarearedcross.org)

December 2005

District One  
Cincinnati Police Department  
310 Ezzard Charles Drive  
Cincinnati, OH 45214

Dear Friends:

Thank you so much for collecting and forwarding the generous gift of \$1,300.00 to help the American Red Cross provide assistance to hurricane victims. Your gift through the Cincinnati Area Chapter ensures our continuing effort to assist residents of the Gulf Coast with recovery from the effects of these devastating storms. And you can be assured that we are honoring your designation for your contribution whether it is Hurricane Katrina, Hurricane Rita, Hurricane Wilma, any combination or just hurricane.

Although it has been more than two months since Hurricane Katrina hit the Gulf Coast, the Red Cross continues to be on the scene. To date, we have provided more than 3.4 million overnight stays in shelters, 30 million hot meals, 26.7 million snacks, 917,000 health service contacts, 761,000 mental health contacts, 192,000 clean-up kits, and 339,000 comfort kits for Hurricanes Katrina, Rita and Wilma. More than 220,000 Red Cross disaster relief workers have responded to their neighbors in need.

In a single calendar year, the Red Cross and its chapters respond to more than 70,000 disasters, ranging from large-scale disasters such as hurricanes, tornadoes and floods to the much more common and frequent single-family disasters such as house fires. Each is a devastating event to the families affected, and the American Red Cross Disaster Relief Fund enables our immediate response to disasters whenever and wherever they strike.

Red Cross response to recent hurricanes has put a strain on our Disaster Relief Fund. That's why we are so grateful for financial gifts such as yours that allow us to provide prompt and direct emergency assistance. Your contribution will help hurricane victims to begin rebuilding their lives.

Thank you again for your support.

Sincerely,

*Sara L. Peller*  
Sara L. Peller  
Chief Executive Officer

This serves as the tax receipt for your gift. In accordance with IRS regulations, no goods or services were provided to you by the American Red Cross as part of this contribution. Your gift may be recognized in future Red Cross publications. If you prefer your gift to remain anonymous, or have questions about your gift's designation, or would like to learn more about the services that the Red Cross is committed to providing, please contact the Cincinnati Area Chapter at (513) 579-3087.





MIAMI  
UNIVERSITY

MIDDLETOWN CAMPUS

4200 EAST UNIVERSITY BOULEVARD  
MIDDLETOWN, OHIO 45042-3497  
(513) 727-3432  
(513) 727-3462 FAX

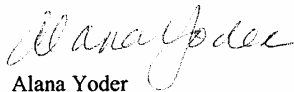
December 3<sup>rd</sup>, 2005

Colonel Thomas H. Streicher Jr., Police Chief:

I am writing to thank you for allowing your Officers to come to Miami of Middletown to speak with our Criminology Club. Sergeant Rudolph Gruenke and Specialist Pat Moran did an incredible job speaking with my students. They were very charismatic, professional, and enthusiastic. My students and I were very impressed with their presentations, and I would like to commend them for the time that they have spent here on our campus with our students.

Both Officers clearly do a great service for your department, and I appreciate the time that they took from their busy schedules to show our students here at MUM what the field of Criminalistics is about.

Thank you on behalf of Miami University of Middletown,

  
Alana Yoder

2737 COLERAIN AVENUE  
CINCINNATI, OHIO 45225



PHONE (513) 541-1295  
FAX (513) 541-0070  
[www.pridecastmetals.com](http://www.pridecastmetals.com)

## Pride Cast Metals Inc.

November 29, 2005

Chief Tom Streicher  
Cincinnati Police  
310 Ezzard Charles Drive  
Cincinnati, Ohio 45214

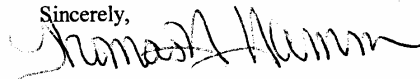
Dear Chief,

We had an incident at Pride Cast Metals today, in which an officer, Detective Christy Shurcliff, was very proactive in stopping the crime and alerting us of the situation. An officer, Tim Campbell, also responded and was very helpful in sorting out the situation.

We appreciate the efforts of these two fine police officers as they stopped a theft in progress and feel more secure as they patrol the District 5 area.

Please pass on my thanks and gratitude to your officers.

Sincerely,



Thomas H. Hamm  
President

December 1, 2005

Chief Thomas H. Streicher, Jr.  
Cincinnati Police Division-District 3  
3201 Warsaw Avenue  
Cincinnati, Ohio 45205

**RE: Police Officer Cary W. Jodice - District Three**

Chief Streicher:

I am writing this letter to commend Police Officer Cary Jodice for his professional and helpful actions while I was involved in an unfortunate traffic accident in Cincinnati.

Officer Jodice was very helpful and professional after the accident by assisting me with transporting me to a car rental place so that I could continue my travel to my home in Louisville.

I hope you will let him know how much I appreciated the assistance he provided.

Thank you and have a great New Year!

Sincerely,

A handwritten signature in dark ink, appearing to read "Steve Mills". The signature is fluid and cursive, with the first name "Steve" and last name "Mills" clearly distinguishable.

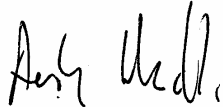
Steve Mills  
10932 Old Harrods Woods Circle  
Louisville, KY. 40223

.....  
November 14, 2005

Dear: Chief Streicher

I recently participated in the Civilian observer program as a UC Criminal Justice Student. Officers Jenkins, Borowitz, Elliott, Newman, Thorton, and Murphy offered me some great insights into policing in Cincinnati. They all had their own unique style and approach to the job but one thing remained consistent, they all were passionate, dedicated, and seemed to genuinely care about the communities they served. It was a privilege riding with them and I thank you for the opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Andy Hayduk". The signature is written in a cursive, somewhat stylized font.

Andrew Hayduk



CMHA

November 16, 2005

Andrew Raabe, Captain  
Cincinnati Police D3  
3201 Warsaw Avenue  
Cincinnati, Ohio 45205

Captain Raabe,

I am writing today to commend two of your neighborhood officers on their willingness and interest to work with our agency to improve the safety of our residents in the Millvale and English Woods area.

PS Jason Scott and PO Bill Hahn recently put time aside to walk Millvale Court with me to address the trespassers and unauthorized people on our property. The presence of these officers on foot was extremely noticeable and beneficial. Trespassers were issued warnings and were asked to vacate the property while residents and employees commented on the positive effect this had on the area.

Please take a moment to share our appreciation with these officers and thank them for their assistance.

Sincerely,

Michael D. Herald,  
Investigative Coordinator  
(513) 617-3193  
[Michael.herald@cintimha.com](mailto:Michael.herald@cintimha.com)

1621 Linn Street #203, CINCINNATI, OHIO 45214

Phone: (513) 977-5040 Fax: (513) 977-5048 TDD: (800) 545-1833 Ext. 260 Job Line: (513) 977-5659 Website: [www.cintimha.com](http://www.cintimha.com)

Board of Commissioners Charles H. Gerhardt, III, William D. Bell, Sr., Donald G. Driehaus, Terry M. Curry, Anthony E. Schweier

Executive Director Donald J. Troendle

Equal Opportunity Employer, Equal Housing Opportunities



**Greenhills  
Police**



CHIEF THOMAS E. DOYLE, CLEE  
11000 WINTON ROAD  
GREENHILLS, OHIO 45218

EMERGENCY.....911  
OFFICE (513) 825-2101  
DISPATCH (513) 825-2280  
FAX (513) 589-3582  
[www.greenhillspd.org](http://www.greenhillspd.org)

November 17, 2005

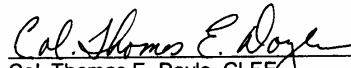
Chief Thomas Streicher  
Cincinnati Police Department  
310 Ezzard Charles Drive  
Cincinnati, Ohio 45214

Dear Chief Streicher,

I want to take this opportunity to thank Detective Ralph Unger for the help that was provided to our agency after the Wright Patterson Credit Union was robbed on 11/17/05 in Greenhills. I called Detective Unger and explained the situation and he had me bring the security photos to his office. I fully expected the process to take several days to complete. Upon my arrival at his office, Detective Unger went right to work and took the individual still bank security photos and transformed all the stills into a short video. After the video was completed it was distributed to the news outlets for broadcast later during their evening newscasts.

Again, thanks to Detective Unger for the help provided to us. I appreciate the time and expertise that Detective Unger was able to provide. If we can be of service to you or your agency, please do not hesitate to contact me.

Sincerely,

  
Col. Thomas E. Doyle, CLEE

cc: Detective Unger

**The Reverend Robert W. Croskery, D.Min.**

5300 Hamilton Ave., Ste 1000  
Cincinnati OH 45224-3153  
Home Phone 513-542-9819

17 November 2005

Col. Thomas A. Streicher, Jr., Chief of Police  
Cincinnati Police Department  
310 Ezzard Charles Dr.

Dear Chief Streicher:

Just a word of appreciation and commendation from an ordinary citizen of Cincinnati. You and your associates are so vital to our community. I am not sure that we express our appreciation often enough. I look forward to our Rotary Club meeting each year when Rotary recognizes the excellence of different officers.

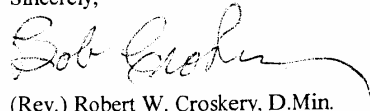
The "Report to the Community" included in yesterday's newspaper prompts this note. The Report is a very useful tool to promote communication and good will between the Department and the citizenry. Thank you for issuing it. I look forward to reading the next one.

In retirement, I am serving as Designated Pastor of Pilgrim Chapel, a small church on Mt. Adams. In that connection I have met Lt. Col. Whalen several times, together with officers from District 1. Jim Whalen is a great ambassador for the department. I have no doubt that he will do a superb job in this new assignment as Assistant Chief.

I have been deeply concerned in recent years about the restrictions put on the Police in restraining what appears to be the growing number of violent criminals who discharge firearms in public places often killing or injuring others. As a member of the Board of Trustees of the Cincinnati Ballet, I am very sensitive to the growing number of people who are afraid to come to downtown Cincinnati at night, lest they be mugged or shot. I believe the perception is far worse than the reality, but that perception hurts attendance at events and enterprises downtown. I am very hopeful that the new Mayor and City Council will strongly back the Police Department as your brave officers labor to keep our city safe and peaceful, and that the perception will improve.

I have no doubt there are many thousands who share my appreciation of the difficulty of your work and the professionalism exhibited by the members of the Cincinnati Police Department. Best wishes!

Sincerely,



(Rev.) Robert W. Croskery, D.Min.

To: Colonel Thomas H. Streicher, Jr.  
310 Ezzard Charles Dr.  
Cincinnati, Ohio 45210  
From: Jennifer L. Dawson

Dear Chief Streicher,

I would like to express my sincere gratitude for the assistance of the Cincinnati Police Department with the funeral of my Nephew.

On October 20, 2005 my Nephew, Marine Staff Sergeant Richard T. Pummill was killed in Iraq, outside Baghdad when his vehicle was struck by a bomb. On October 25<sup>th</sup> my Nephew was brought home and he was honored by having a police escort to the funeral home. October 27<sup>th</sup>, Rick was laid to rest and was again honored with a police escort. The support and professionalism of the many officers and other agencies was extremely appreciated. The motorcycles were impressive to say the least, the Traffic Unit leading and tailing the procession as well as blocking intersections, were outstanding and the Mounted Units escort through the cemetery was honorable.

On behalf of my entire family, I would like to especially thank, Sgt. Tim Fritz, Sgt. Bill Halusek, Sgt. Matt Cornacchione and Police Officer Steve Edwards. Their efforts were exemplary and demonstrate why the Cincinnati Police Department is one of the finest in the country.

I would appreciate the recognition of the following officers, and everyone who assisted my family.

With Gratitude  
P.O. Jennifer L. Dawson Dst 4  
And family

Police Officer Steve Edwards  
Police Officer Steve Fox  
Police Specialist Jerry Enneking  
Police Officer Mark Fogel  
Police Officer Marcus Moore  
Police Specialist Greg Toyas  
Police Officer Kevin Osuna  
Sgt. Bill Halusek  
Police Officer Howard Smith  
Police Officer Chris Thomas  
Police Officer Mike Silberstein  
Police Officer Pat Norton  
Sgt. Tim Fritz

Police Officer Chris Perry  
Sgt. Matthew Cornacchione  
Police Officer John Boyle  
Police Specialist Brett Gleckler  
Police Officer Elena Moton  
Sgt. Richard Sulfsted  
Police Officer Regina Williams  
Sgt. Daniel Olgilvie  
Police Officer Kelly MacBeth  
Police Officer Mike Machenheimer  
Police Officer Ted Robinson  
Police Officer Andre Miller



Ohio House Bill 12, Section 9, prohibits municipalities from placing restrictions on persons with valid carry concealed handgun licenses issued by the State of Ohio. If an officer obtains a carry concealed license from the state, the Police Department cannot restrict the type of handgun carried off-duty by that police officer. However, if the officer is involved in an off-duty incident where he is acting in an official capacity as a police officer, he is subject to administrative action by the Police Department if the handgun used is not one approved by this procedure.

***Policy:***

The Police Department will assign firearms only to sworn employees. With the prior written approval of the City Manager, the Department may assign a firearm to a qualified non-sworn employee.

The Police Department will only dispose of a weapon according to law and purchasing regulations.

While on duty, an officer will carry, or have under his control, only the official Department issued weapons and ammunition or a personally owned firearm and ammunition authorized by the Police Chief. Personnel will carry the firearm as directed in Procedure 12.020, Uniforms, Related Equipment, and Personal Grooming.

All Department personnel authorized to carry lethal and less-than-lethal weapons will be issued copies of and be instructed in Department use of force policies and procedures before being authorized to carry a weapon. Only Department personnel demonstrating proficiency in the use of Department authorized weapons are permitted to carry those weapons, both on or off-duty.

Each officer must qualify annually with his Department issued firearm and personally owned firearm. With the approval of the Police Chief, the Rangemaster will determine qualification standards. If an officer fails annual qualification they will be relieved of their police powers prior to leaving the target range.

Affected personnel will leave their badge, wreath, identification card, issued firearm and ammunition at the Firearms Training Unit (FTU).

On-duty officers responding to court and off-duty officers responding to court on cases in which they will be compensated by the Department will carry an authorized firearm.

Officers must follow the provisions of this procedure and be in possession of their Department issued identification card to legally carry a concealed firearm under the provisions of the Law Enforcement Officers Safety Act of 2004.

***Procedure:***

A. Authorized Weapons and Ammunition

1. Smith & Wesson semi-automatic pistol, models 3953, 5946, and 6946
  - a. Winchester 9mm Luger, 147 grain subsonic ammunition.

2. Remington 870 shotgun
    - a. Winchester 2 $\frac{3}{4}$ " 12 gauge, 00 buck ammunition.
    - b. Winchester 2 $\frac{3}{4}$ " 12 gauge slugs.
  3. Bushmaster XM15-E2S, .223-5.56mm, Rifle
    - a. Winchester 55 grain, full metal jacket ammunition.
  4. Any official firearm designated by the Police Chief.
  5. Remington 870 shotgun with Defense Technologies drag-stabilized DS23 beanbag rounds.
  6. Defense Technologies 40mm foam round launcher and rounds.
  7. PepperBall Technologies launcher with .5 OC PepperBall rounds.
  8. Monadnock collapsible and non-collapsible PR-24 batons.
  9. Chemical irritant:
    - a. Freeze CS.
    - b. Punch II Streamer M-3 OC.
  10. Taser International X26 Taser and Taser International cartridges.
  11. Authorized SWAT tactical weapons and ammunition as listed in the SWAT Standard Operating Procedure.
- B. Issuance of Firearms
1. Generally, the model 5946 will be issued to all officers.
  2. The model 6946 may be issued to and carried by:
    - a. Captains and above.
    - b. Officers assigned to staff positions.
    - c. Personnel assigned to a plainclothes or investigative assignment.
    - d. Personnel designated by the Police Chief.
  3. The model 3953 may be issued to and carried by:
    - a. Captains and above.
    - b. Personnel designated by the Police Chief.

#### 4. Patrol Rifles

- a. Each district is assigned and will maintain four Bushmaster XM15-E2S semi-automatic rifles (patrol rifles) in their respective armory. Patrol rifles will be stored in an unlocked, hard plastic case. While stored in the plastic case, rifles will remain unloaded with the bolt forward. Magazines will be stored in the same rifle case but will not be inserted into the magazine well of the weapon.
- b. Only officers who are selected by the Police Chief and have passed the annual patrol rifle qualification course are authorized to carry patrol rifles.
- c. Authorized officers will obtain a patrol rifle from their district armory at the beginning of their assigned shift.
  - 1) Authorized officers will inspect the rifle daily prior to entering the field to ensure it is unloaded and that the two issued 30 round magazines are present.
  - 2) The daily inspection will be conducted outside of the police facility with the rifle pointed in a safe direction.
- d. Patrol rifles carried into the field will remain unloaded and stored in the plastic case in the secured area of the vehicle. Patrol rifles will not be carried unsecured in the front of the vehicle during routine patrol duties.
- e. Upon identifying a situation where the deployment of the patrol rifle can assist, officers will remove the rifle from the secured area, load it, and have it ready at hand.
- f. Upon termination of their assigned shift, authorized officers will ensure the patrol rifle is removed from the vehicle and returned to the district armory in an unloaded condition.
- g. SWAT rifles stored in district armories are only to be accessed and carried by SWAT personnel. Authorized officers will only carry rifles assigned to the district as part of the patrol rifle program.

#### C. Plainclothes Officers

1. Plainclothes officers will carry the firearm so it is secure and consistent with their assignment and dress.
2. Upon change of duty assignment from plainclothes to uniform, the officer must contact the Firearms Training Unit within five (5) days to schedule training for transition back to the model 5946.

#### D. Annual Qualification

1. If an officer fails to qualify, the FTU will do the following:
  - a. Relieve the officer of his police powers and equipment.
    - 1) The officer must report to Criminalistics Squad during his next scheduled working day to obtain a temporary ID card.
  - b. Notify the officer's unit of assignment of his duty status and the date for further training and testing.
    - 1) Officers who are required to work prior to the training and testing date must be assigned duties consistent with their duty status.
  - c. Notify Personnel Section of the officer's duty status.
  - d. Store the officer's equipment in the FTU armory pending successful qualification.
  - e. Schedule the officer for additional training and testing.
    - 1) Officers will be scheduled for additional training and testing the following Monday.
  - f. Restore the officer's police powers and return his equipment upon successful qualification.
    - 1) Collect and destroy the temporary identification card.
  - g. Notify the officer's unit of assignment and Personnel Section upon successful qualification.
2. Officers relieved of their police powers must notify the affected detail coordinator if they are scheduled for any outside employment prior to additional training and testing.
3. Officers who fail the annual patrol rifle qualification will immediately be removed from the list of authorized users.
  - a. Reinstatement to the authorized user's list will be at the discretion of the Police Chief. Final approval will not be granted until the officer passes the annual patrol rifle qualification the following year.

#### E. Carrying a Firearm Off-Duty

1. Carrying a firearm off-duty is optional.
2. Ohio Revised Code §2923.15 prohibits carrying firearms while under the influence of alcohol or any drug of abuse.
  - a. Law enforcement officers are not exempt from the prohibition.



3. The following Ohio Revised Code Sections apply to off-duty personnel UNLESS they are acting in the scope of their duties as a police officer.
    - a. ORC Section 2923.12.1 – Illegal Possession of Firearm in Liquor Permit Premises.
    - b. ORC Section 2923.12.2 – Illegal Conveyance or Possession of Deadly Weapon or Dangerous Ordnance or Illegal Possession of Object Indistinguishable from Firearm in School Safety Zone.
    - c. ORC Section 2923.12.3 – Illegal Conveyance of Deadly Weapon or Dangerous Ordnance into Courthouse: Illegal Possession or Control in Courthouse.
  4. Off-duty personnel may carry the official Department issued firearm or an authorized personally owned firearm.
    - a. An authorized personally owned firearm must meet the conditions described in Section F. of this procedure.
  5. Off-duty officers, not in uniform, who choose to carry a firearm, will conceal the firearm on their person.
  6. Off-duty officers with a valid carry concealed license issued by the State of Ohio may carry a firearm of their choosing.
    - a. If an off-duty officer is involved in an incident where he is acting in an official capacity as a police officer, he is subject to administrative action by the Department if the firearm used is not one approved by this procedure.
- F. Conditions for Carrying a Personally Owned Firearm
1. The Rangemaster must approve all personally owned firearms.
  2. The Police Department must approve, in writing, ammunition used in authorized personal firearms.
  3. Authorization must be renewed upon assignment change.
  4. Officers in special duty assignments may request permission to carry a personally owned firearm on-duty other than the models specified below. If permission is granted, these officers may also carry the same firearm off-duty.
  5. The Police Chief will give final written approval to carry a personally owned department approved firearm. Unless otherwise specified, only the following firearms will be approved:

- a. Smith & Wesson, 9mm semi-automatic, traditional double action pistols: Models 439, 459, 469, 539, 559, 639, 659, 669, 3904, 3906, 3913, 3914, 5903, 5904, 5906, 6904, 6906, 908, 909, 910, 915, and CS9.
  - b. Smith & Wesson, 9mm semi-automatic, double action only pistols: Models 3953, 3953TSW, 3954, 5943, 5944, 5946, 6944, 6946, and CS9.
- G. Approval Process for Carrying a Personally Owned Firearm in an On or Off-Duty Only Status
  - 1. Each officer responding to the Firearms Training Unit for qualification will present the following unloaded firearm(s) to the Rangemaster:
    - a. Official Department issued firearm.
    - b. The personally owned firearm the officer requests authorization to carry on or off-duty.
  - 2. The Rangemaster will inspect all firearms for safety and compliance with Section F.5. of this procedure.
  - 3. The Rangemaster will complete a Form PSA-17, Personal Firearm Approval Request, for each firearm an officer requests authorization to carry.
    - a. The Form PSA-17 will include a description of the firearm, the officer's qualification results, the date and signature of the Rangemaster.
    - b. The Rangemaster will forward the completed Form PSA-17 to the Training Section Commander for processing.
  - 4. The Form PSA-17 will be used as the Police Department's written authorization for the on and off-duty use of a personally owned firearm and approved ammunition.
  - 5. When an officer qualifies and approval is granted:
    - a. Training Section will forward the Form PSA-17 to the officer's district/section/unit commander for approval, retaining a control copy.
    - b. The district/section/unit commander will forward the Form PSA-17 to the respective bureau commander for review and approval.
    - c. Upon review and approval, the bureau commander will submit the Form PSA-17 to the Police Chief.
    - d. If approval is granted, the Police Chief will sign and date the Form PSA-17 and forward it to Training Section.

- e. Training Section will retain the original Form PSA-17 and send one copy to the requesting officer.
6. When approval is not granted:
- a. Training Section will retain the original Form PSA-17 and send a duplicate copy of the form to the officer's district/section/unit commander.
  - b. The district/section/unit commander will ensure the officer is notified of the disapproval and arrange for additional training as required.
- H. Removal of Unsafe Weapons
- 1. Notify a supervisor whenever an issued weapon is found to be unsafe or in need of repair.
  - 2. Issue a replacement weapon until the original is returned or permanently removed from service.
  - 3. Repairs/replacements are provided by the following units or sections:
    - a. Firearms Training Unit: semi-automatic pistol, shotgun, beanbag shotgun, 40mm foam launcher, and all SWAT weapons.
    - b. Tactical Planning Section: PepperBall launcher.
    - c. Supply Unit: Chemical irritant, PR-24, and Taser.
    - d. After normal working hours, CIS has semi-automatic pistols and chemical irritant.

## 12.170 CIVIL DISTURBANCE OPERATION PROCEDURE

### ***Reference:***

Procedure 12.145 – Critical Incident Response Plan  
 Procedure 12.160 - Rumors/Potential Civil Disturbances  
 Procedure 12.165 - Emergency Recall and Test Recall  
 Procedure 12.171 - Use of the Mobile Command Center  
 Procedure 12.175 - Use of Special Weapons and Tactics Unit  
 Procedure 12.545 – Use of Force  
 Ohio Revised Code 2917.04 - Failure to disperse

### ***Definitions:***

**Command Post Call Number** - District Command Posts are designated by the word "District" and district number followed by the words "Command Post" (e.g., District One Command Post, District Two Command Post, etc.)

**Police Command Center (PCC)** - Established when the Police Chief, or in his absence an Assistant Police Chief, orders recall of police personnel. The Center is located at 310 Ezzard Charles Dr. in the Chief's conference room.

**Emergency Operations Center (EOC)** - Established when the City Manager orders recall of all City departments' personnel. Police Communications Section (PCS) maintains the recall list. The EOC is located at the Water Works Facility on 4747 Spring Grove Avenue.

**Staging Area Call Number** - District Command Post number followed by the beat, which the staging area is located, e.g., 1002: District One/Beat 2, etc.

**Standby Cars** - One supervisor and two two-officer units designated daily from each district and shift for rapid deployment to any location for a variety of critical incident situations.

**Field Command Vans** – Each district is equipped with a van designed for supplying Department personnel the tactical equipment needed for handling critical incidents and civil disturbances. Districts should consider field command vans as rolling armories.

Any equipment in their armory (gas masks, riot shields, riot helmets, shotguns, beanbag shotguns, 40mm foam rounds, PepperBall launchers, ammunition, etc.) which has a primary purpose of supporting field operations, should be placed within the field command van.

**Alert Cars** – Two two-officer units assigned to patrol that part of their district closest to the trouble area. Alert cars are NOT dispatched on routine radio runs.

**District Platoons** – Each district will identify a platoon of officers to assist with managing civil unrest and/or crowd management. A platoon will consist of a platoon leader (lieutenant), assistant platoon leader (lieutenant or sergeant) and six squads. During periods of civil unrest, the district will be advised on how many squads to deploy. Squads not utilized can remain in the district to perform routine patrol duties.

**Squads** – A squad consists of a squad leader (lieutenant or sergeant) and ten officers. Squads are deployed as a group and should be kept together. Squad responsibilities can vary from static posts to patrolling trouble areas or as logistical support, e.g., prisoner processing, prisoner transport, staging area security. A multi passenger van should be utilized for squad transportation. Two squad members will be designated as grenadiers and shall be equipped with beanbag shotguns. During instances requiring mass arrests, squads can be subdivided to allow for two arrest teams of four officers each.

**Squad Call Numbers** – Squads are issued two digit call numbers. The first number identifies the district/section/unit where the squad originated. The second number indicates which squad from that district/section/unit, e.g. Squad 52: District Five, 2<sup>nd</sup> Squad.

**SWAT Response Teams** – SWAT response teams consist of a team leader (sergeant) and from five to nine officers. Each SWAT response team operates in a caravan of between three and five marked police vehicles. SWAT response teams can deploy in either uniform of the day or in SWAT uniform. SWAT response teams are dispatched to trouble areas involving shots fired, officer or citizen rescue, or crimes in progress, e.g., Aggravated Riot, Riot, Assault, Breaking and Entering, Vandalism, Criminal Damaging, Arson, etc. Each SWAT response team is equipped with tactical weapons to facilitate their response to critical incidents requiring their intervention.

**Risk Management Teams** – Risk Management Teams are comprised of personnel from the Internal Investigations Section and the Inspections Section. A Risk Management Team consists of two to four supervisors/officers. Risk Management Teams respond to handle citizen complaints and use of force investigations, including the completion of any related reports associated with a complaint or use of force.

**Crowd Management** – Observing, monitoring and facilitating the activities of persons assembled.

**Crowd Control** – The use of police action to stop the activities of persons assembled.

**Phase II Notification List** - List of persons notified by PCS for Phase II.

**Chain of Notification Recall Roster** - List of alternate personnel notified by PCS, if they are unable to reach the number one person on the Phase I - Phase II Notification Lists.

**Fire Department Strike Team** – Three engine companies.

**Fire Department Task Force** - Three engine companies, two ladder companies and one staff officer.

**Purpose:**

Provide Department members with a plan of action during civil disturbance operations.

Enhance the mobilization of personnel and equipment to quell disturbances, which could escalate into more serious situations.

Provide for the integration of Hamilton County police agencies, Ohio National Guard, Ohio State Highway Patrol (OSHP), and federal troops with Department personnel.

**Policy:**

During a Phase II through a Phase IV, the following procedures are in effect.

1. Curtail routine radio dispatches and routine police duties.
2. Immediately direct rumors and other information pertaining to racial problems, civil disturbances, or police involvement to the Emergency Operations Center (EOC), located at the Water Works Facility on 4747 Spring Grove Avenue.
3. Assign a subordinate to command officers and supervisors as a recorder, driver, etc., as soon as personnel become available.
4. Request aid or assistance from sources internal or external to the Cincinnati Police Department through the EOC.
5. The Cincinnati Police Department may be placed on 12-hour shifts, and may have off days, off time, and vacations cancelled.
  - a. Only the Police Chief or Acting Police Chief can initiate a 100 percent recall.

Fire or police command officers will designate operational zones during civil disturbances as follows:

1. Green Zone
  - a. Indicates areas of the City not involved in hostile activities and no anticipation of hostile activities developing.
  - b. Normal activities will continue within this zone, although operations may be modified as the citywide situation escalates and various criteria are implemented.
  - c. Fire Department personnel will respond into this zone without police escort.

## 2. Yellow Zone

- a. Indicates areas where hostile activities are not presently occurring but are deemed likely to develop.
- b. Closely monitor personnel safety operations with caution being exercised during all activities.
- c. Fire Department personnel may request a police escort to enter this zone.

## 3. Red Zone

- a. Indicates areas where civil disorder is known to be occurring.
- b. Fire Department personnel will not enter this zone without a police escort.

### ***Information:***

To control a variety of situations, ranging from small crowds to riotous conditions, the Department has provided a systematic approach to personnel mobilization. Depending upon the gravity of the situation, an Alert, Phase I, Phase II, Phase III, or Phase IV may be initiated as it becomes apparent additional personnel and equipment are needed to contain the situation.

### ***Procedure:***

#### A. Standby Cars

- 1. Each district is responsible for identifying one supervisor and two two-officer patrol units as standby cars at the beginning of each tour of duty. These standby cars are designed for rapid deployment to any location for a variety of critical incident situations.
  - a. After deployment of the first set of standby cars, unaffected districts will establish a second set of standby cars. Deployment of this second set of standby cars constitutes an Alert.

#### B. Alert

- 1. When an event with a potential for problems is known in advance, a captain or above can initiate a Planned Alert. When an event occurs without warning, a sergeant or above can initiate a Spontaneous Alert.
  - a. The initiation of an Alert does not necessarily commit personnel to the scene. It provides district supervisors with adequate standby personnel if needed.
- 2. When an Alert is initiated, all supervisors in the trouble area will maintain a log of events.

3. PCS will:
  - a. Initiate a radio broadcast, mobile data terminal (MDT) transmission, and teletype message indicating an Alert.
    - 1) Make a follow-up telephone call to each district.
  - b. Notify the officer in charge (OIC) of each district, Criminal Investigation Section (CIS), and Special Services Section (SSS).
  - c. Notify the bureau commanders or alternates.
  - d. Dispatch Alert cars to the Command Post only when requested by the OIC of the trouble area.
  - e. Not dispatch Alert cars on routine radio runs.
  - f. Transfer Alert cars from their assigned locations within the Computer Aided Dispatch System (CAD) to US PA (Unit Status – Alert Dispatch Group). This will create a file listing all car numbers and officers assigned as alert units.
  - g. Clear the file contents when the incident has secured.
4. Each district OIC will:
  - a. Field two two-officer patrol unit Alert cars.
  - b. Ensure a replacement Alert car(s) is fielded, in anticipation of a Phase I, should the initial Alert car(s) respond to the scene.
    - 1) Transmit the radio call numbers of Alert cars to PCS immediately.
5. Alert cars will patrol that part of their district closest to the trouble area, and respond to the scene only if dispatched by PCS.
  - a. Respond to the command post when dispatched.
6. The responding officers' district OIC is responsible for returning unused vehicles.
7. The OIC at the trouble scene will establish a command post if the Alert cars are requested to respond.
  - a. When the 10 initial Alert cars are dispatched to the scene, the OIC must establish a Phase I to obtain the 10 standby cars established under Section B.4.b.

#### C. Phase I

1. A Phase I may be initiated without having previously been in an Alert status, or may follow a situation where initial Alert cars have been exhausted.



2. The district supervisor (sergeant or above) initiating a Phase I will immediately furnish PCS with the following information:
  - a. A brief account of conditions necessitating the Phase I.
  - b. The location of the forward command post and staging area.
3. The initiating supervisor in the trouble district will select a driver/recorder and:
  - a. Ensure the seven critical tasks have been implemented (refer to Procedure 12.145).
  - b. Establish fixed posts, as necessary, e.g., vulnerable properties, observation posts, roadblocks, etc.
    1. Transmit this information to PCS as soon as possible.
4. PCS will immediately:
  - a. Dispatch to the staging/command post area two two-officer patrol units from each district.
  - b. Dispatch the district commander, or in his absence, the ranking district supervisor.
  - c. Notify command officers as directed by the Phase I Notification List.
  - d. Notify Department units by radio, MDT, and teletype that a Phase I is in effect, followed by a telephone call to each unit.
    - 1) PCS will notify all persons on the Phase I Chain of Notification Recall Roster that a disturbance is in a formative stage.
  - e. Dispatch one two-officer patrol unit, as an escort, to the location where each Fire Department Strike Team and Task Force is formed, when requested by the Fire Department.
    - 1) The Fire Department may also request assignment of one two-officer patrol unit, as an escort, to each Rescue Unit.
  - f. Assign Park Unit personnel to the District Five OIC and Traffic Unit personnel to the District One OIC.
5. The OIC of each district and section will begin forming on-duty personnel into two-officer patrol units and notify PCS of radio call numbers.
  - a. The OIC will identify officers who will be formed into squads in the event of a Phase II.

- b. Personnel will not respond to the disturbance unless dispatched by PCS.
  - c. A request for additional supervisors at the trouble scene will be honored by using supervisors from those districts or sections having more than one supervisor on duty.
- 6. Districts and sections will initiate internal operation plans. The OIC will notify district/section commanders.
  - a. If the district station is not endangered by the disturbance, it will not be necessary to deplete personnel by assigning station guards or special guard details.
- 7. Initiate a Phase V if the disorder is contained and quelled.

#### D. Phase II

- 1. Only the Police Chief or an assistant police chief can initiate a Phase II.
  - a. The Chief or an assistant police chief will provide PCS instructions indicating the number of off-duty personnel to be recalled, and those units that should be held on duty beyond their normal working hours.
- 2. Patrol Bureau and Resource Bureau Commanders will take charge of field operations and communications. Each commander will work 12-hour shifts.
- 3. Administration Bureau and Investigation Bureau Commanders will take charge of prisoner processing and internal investigations. Each commander will work 12-hour shifts.
  - a. Risk Management Teams will be formed to respond to citizen complaints and use of force investigations and reporting.
- 4. The Evidence/Property Management Section Commander will take charge of supplies and equipment and personnel transportation requirements including supply and equipment movement.
- 5. PCS will immediately:
  - a. Dispatch the requested number of squads identified by each district and section under Phase I to the command post or staging area.
  - b. Notify Department units by radio, MDT, and teletype that a Phase II is in effect.
    - 1) Follow-up will be via a telephone call to each police district and section.
      - a) Each section will notify its units.

- c. Provide recall and other instructions given by the command officer initiating the Phase II.
  - d. Activate the Police Command Center at the order of the Police Chief.
  - e. Activate the EOC at the order of the City Manager.
  - f. Notify all personnel on the Phase II Notification List.
  - g. Dispatch one two-officer patrol unit, as an escort, to the location where each Fire Department Strike Team, Task Force, and Rescue Unit is located.
    - 1) These patrol units will remain with Fire Department personnel at all times, including standby periods.
    - 2) Additional personnel may be requested by police officers if necessary.
6. The OIC at the Command Post will:
- a. Assign responding personnel using the district beat plan.
    - 1) Supervisory personnel from outside the trouble district will maintain their permanently assigned call number.
  - b. Revise the emergency lineup and transmit it to PCS immediately.
7. All units will initiate internal operation plans.
- a. Units instructed to recall personnel will identify officers who can be utilized in forming squads.
    - 1) Assign remaining recalled personnel into two-officer units.
    - 2) Prepare a revised lineup and transmit it to PCS immediately.
  - b. Units not instructed to recall personnel will continue to operate with two-officer units formed under Phase I.
  - c. District stations not endangered by the disturbance will not deplete personnel by assigning station guards or special guard details.
8. The SWAT Coordinator will form SWAT personnel into SWAT response teams.
- a. Recall additional SWAT personnel to allow SWAT members to be on duty during each shift if the Phase II continues beyond the current shift.

- 1) Do not use SWAT response team personnel for other duties so they are available for dispatch in the shortest time possible.
  - 2) Ensure the commanding officers of SWAT personnel are notified of SWAT assignments.
9. Police personnel who encounter a sniper or an armed barricaded person will immediately summon a SWAT response team.
- a. If needed, a squad may be dispatched in addition to a SWAT response team to assist in securing the outer perimeter.
10. Mutual Aid
- a. The Police Department has mutual aid agreements on file with the majority of municipal police agencies in Hamilton County. The Police Chief may request aid from these agencies through the Hamilton County Communications Center.
    - 1) Make every effort to integrate these officers with Department personnel to provide communications, power of arrest, knowledge of the area, etc.
11. Initiate a Phase V if the disorder is contained and quelled.

#### E. Phase III

1. The City Manager or Mayor can initiate a Phase III. It involves integrating the Ohio National Guard or Ohio State Highway Patrol (OSHP) with Department personnel.
  - a. The average response time to Hamilton County by the OSHP is twenty minutes. The average response time of the Ohio National Guard, with force, is eleven to twelve hours.
  - b. Make every effort to integrate these personnel with Department personnel to provide communications, powers of arrest, knowledge of the area, etc.
2. PCS will alert all units that a Phase III is in effect.
3. All police units will initiate Phase III internal operations plan.
4. Initiate a Phase V if the disorder is contained and quelled.

#### F. Phase IV

1. The City Manager or Mayor through the Governor can initiate a Phase IV. It involves the integrating of federal troops with the Ohio National Guard, OSHP, and Department personnel.
  - a. Make every effort to integrate these personnel with Department personnel to provide communications, powers of arrest, knowledge of the area, etc.

2. PCS will alert all units that a Phase IV is in effect.
3. All police units will initiate Phase IV internal operations plans.
4. Initiate a Phase V if the disorder is contained and quelled.

G. Phase V

1. A Phase V is the decreasing of personnel strength as the seriousness of the disorder decreases.
2. A Phase V is initiated by the OIC once the disorder is brought under control. It can be initiated after a Phase I, II, III, or IV.
3. Prepare after action reports using log sheets maintained by supervisors, as directed in the after action report procedure contained in each unit's internal Civil Disturbance Operation Procedure (CDOP) plan.
4. Hold a critique of operations in conjunction with all primary, backup, and supporting agencies.

H. CDOP Equipment Inventory and Inspection/Facilities Security and Maintenance Inspection

1. The 4<sup>th</sup> Sunday of every month, each district/section/unit will conduct an inspection and inventory of all items listed on Form CDOP103, CDOP Equipment Inventory, and Form CDOP103A, Facility Security and Maintenance Inspection.
  - a. A unit supervisor designated by the unit commander has direct control of the inspection.
    - 1) Accuracy of the report and the readiness of the equipment are the responsibility of this supervisor.
  - b. Prepare Form CDOP103 in duplicate.
    - 1) Insert "DNA" in the appropriate column if an item is not assigned.
    - 2) Check the applicable block on the reverse side of Form CDOP103.
    - 3) Explain in the "Remarks" section of the Form CDOP103 any discrepancies between the equipment assigned and the equipment on hand.
    - 4) Record the serial number of all weapons on the Form CDOP103 (shotguns, beanbag shotguns, PepperBall launchers, 40mm foam round launchers).
      - a) List the location, manufacturer's name and type, and the serial number of the weapon.

- b) Inspect all firearms. Clean when necessary to prevent rust.
  - c) Account for weapons kept at places other than police facilities or assigned to non-Department personnel on the reverse side of the Form CDOP103.
- 5) As part of the inspection, district supervisors will ensure all assigned patrol rifles are inspected and cleaned monthly. During the inspection the supervisor will ensure each patrol rifle has two magazines loaded with 30 rounds each.
  - a) The magazines must be physically unloaded, the rounds counted, and the magazines re-loaded.
  - d) SWAT rifles stored in district/section/unit armories will be inspected by SWAT personnel only.
- 6) Submit a Taser Cartridge Spreadsheet listing serial numbers of cartridges issued from the district/section/unit's stock and email list to Supply Unit.
- c. Take immediate action to replace or repair inoperative, defective or missing equipment.
- d. The district/section/unit commander will review and sign the completed Form CDOP103 and CDOP103A.
  - 1) Route completed Forms CDOP103 and CDOP103A to Patrol Administration. Patrol Administration will forward the forms to Tactical Planning Section.
    - a) Tactical Planning will forward a copy of Form CDOP103 to Supply Unit. Supply Unit will update the Master Inventory Database.
  - 2) Retain a duplicate copy of Forms CDOP103 and CDOP103A in the unit file.